

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

October 04, 2016

**Aldermen Hirschmann, Ludwig,
Long, Shea, Katsiantonis**

6:30 p.m.

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Hirschmann calls the meeting to order.
2. The Clerk calls the roll.
3. Vitals SmartShopper Report.
(Note: Provided for informational purposes only; no action required.)
4. Communication from Jane Gile, Human Resources Director,
recommending the City adopt HB 508, which is a state mandate
regarding pharmacy cost shares for oral chemotherapy agents.
Gentlemen, what is your pleasure?
5. Communication from Jane Gile, Human Resources Director,
recommending the City request that Anthem remove all transgender
exclusions or limitations of coverage for all health services related to
gender transition from the templates of the City's medical benefit plan
upon renewal and thereafter.
Gentlemen, what is your pleasure?
6. Communication from Leon LaFreniere, Planning & Community
Development Director, requesting changes to the job classification of
Mechanical Inspector.
Gentlemen, what is your pleasure?

TABLED ITEMS

(A motion is in order to remove any item from the table.)

7. Discussion regarding the budgeted position for a LADAC.
(Tabled 6/7/16)
8. Presentation by Nick Vailas on Member Medical.
(Tabled 5/03/16; Human Resources Director to work with Member Medical and bring forward a proposal.)
9. If there is no further business, a motion is in order to adjourn.

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

September 23, 2016

To: Keith Hirschmann, Chair
Human Resources and Insurance Committee
From: Jane E. Gile, HR Director
RE: Vitals SmartShopper Report

COMPASS Reports

Attached is the City of Manchester YTD claim report through August 2016. The summer seasonal trend continues to show a decline in participation. Gross savings dropped slightly as did Remicade participation. The shopping rate is still at 16%.

Vitals anticipates that the September promotional campaign will produce more involvement and that an October campaign "Think Pink Earn Green" directed at Breast Cancer awareness will positively affect Vitals usage.



SmartShopper Program Summary - City of Manchester
Monthly Summary for August 2016



Savings Summary						
	Gross Savings	Incentives Paid	Claims Savings	Program Fees	Net Savings*	Total Cases
MTD	\$21,644	\$1,625	\$20,019	\$4,004	\$16,015	28
QTD	\$54,273	\$3,425	\$50,848	\$10,170	\$40,678	57
YTD	\$240,974	\$16,675	\$224,299	\$44,860	\$179,440	251

* Net Savings = Gross Savings - Incentives - Program Fees

** Incentive ROI measures the return on incentive dollars and does not include any program fees

Population Summary		
Measure	August 2016	Year To Date
Distinct Members	3,065	
Distinct Members with a Claim	384 (13%)	1,506
Distinct Members with Shopping Activity	53 (2%)	214
Distinct Members with an Incentive Paid	24 (1%)	150

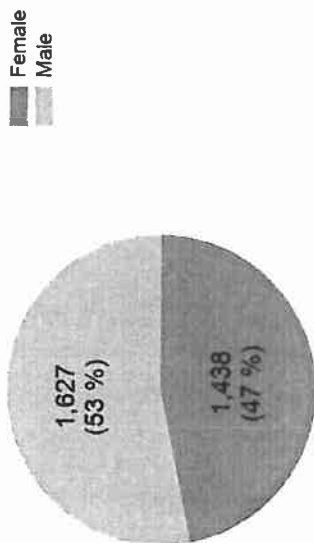
Conversion Rate Summary Year-to-Date		
Shopping Rate	16.0 %	The Shopping Rate is the rate at which members search online or via call center compared to claims volume
Conversion Rate	40.5 %	The Conversion Rate is the percentage of members who chose a cost effective location after shopping with SmartShopper
Redirection Rate	6.5 %	The Redirection Rate is the total percent of all claims that were redirected to a lower-cost location
Avg Savings Per Search	\$362.36	The Average Savings Per Search is the average actual savings each time someone shops with SmartShopper
Avg Savings Per Incentive	\$893.62	The Average Savings Per Incentive is the average actual savings for each incentive earned



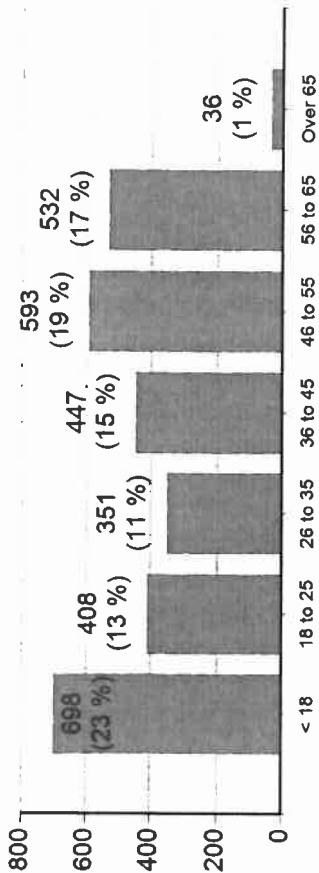
SmartShopper Program Summary - City of Manchester
Monthly Summary for August 2016



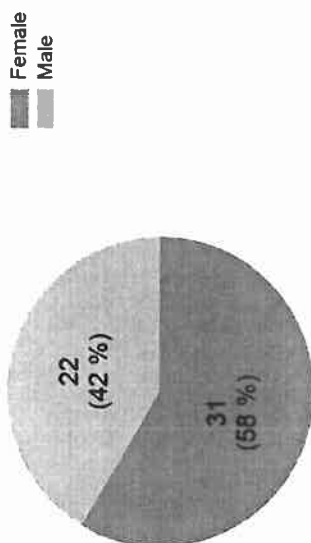
Distinct Members by Gender



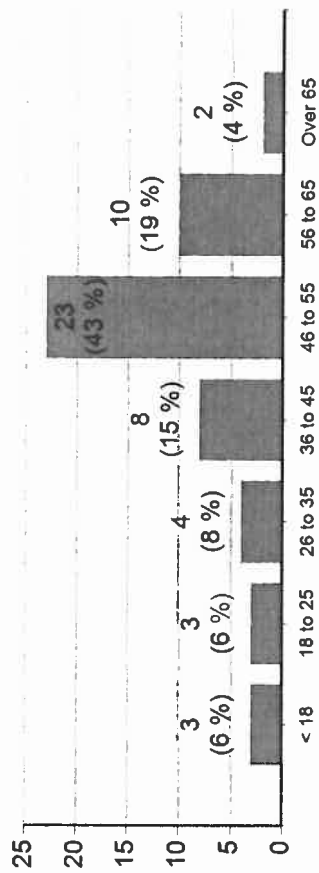
Distinct Members by Age



Distinct Shoppers by Gender



Distinct Shoppers by Age



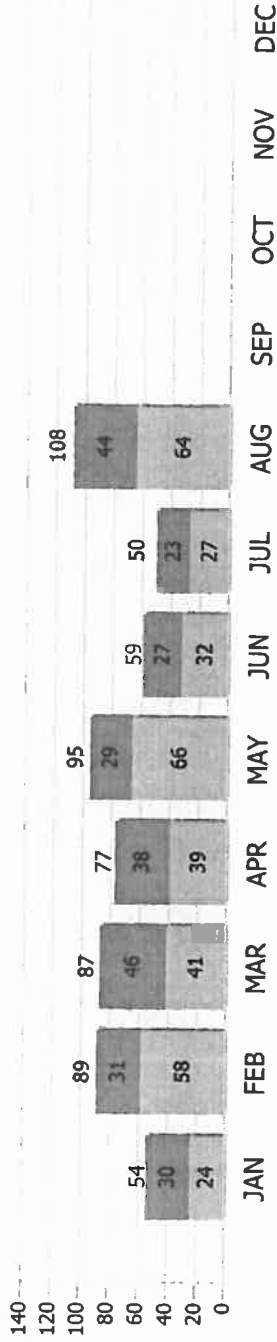


SmartShopper Program Summary - City of Manchester
Monthly Summary for August 2016



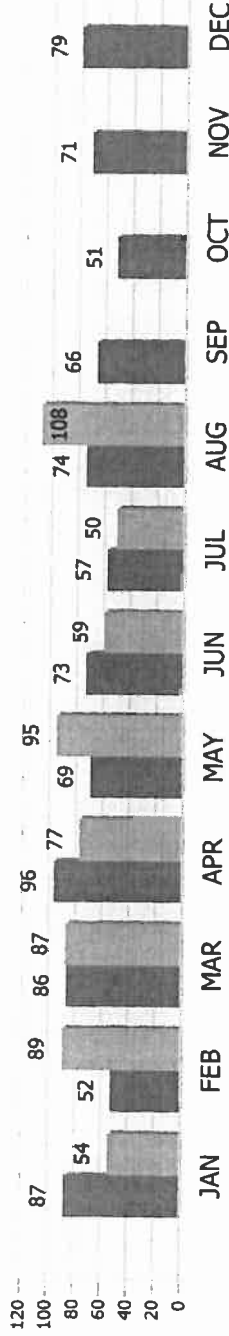
Shopping by Month this Year

Phone Web



Shopping Year over Year

2015 2016



Cost-Effective Breakout by Service (All numbers are Total Year-to-Date)

SmartShopper Service	Incurred Claims	Shopping Activity	Incentives Paid	Success Rate	Claims Savings	Avg Savings per Case (Actual)	SmartShopper Average Savings per Case	SmartShopper Potential Savings	% of Savings
Back Surgery	8	7	0	0 %	\$0	\$0	\$2,734	\$21,871	0.0 %
Bariatric Surgery	0	5	0	0 %	\$0	\$0	\$17,830	\$0	0.0 %
Bladder Repair (Sling)	3	0	0	0 %	\$0	\$0	\$7,043	\$21,129	0.0 %
Bone and Joint Imaging	5	1	0	0 %	\$0	\$0	\$169	\$843	0.0 %
Bone Density	33	5	4	12 %	\$519	\$130	\$128	\$3,714	0.2 %
Breast Biopsy	7	0	0	0 %	\$0	\$0	\$1,378	\$9,646	0.0 %
Bronchoscopy	0	0	0	0 %	\$0	\$0	\$0	\$0	0.0 %
Bunionectomy	1	2	0	0 %	\$0	\$0	\$0	\$0	0.0 %
Carpal Tunnel	4	0	0	0 %	\$0	\$0	\$1,756	\$7,025	0.0 %
Cataract Removal	10	5	1	10 %	(\$50)	(\$50)	\$1,795	\$16,152	0.0 %
Colonoscopy	97	58	17	18 %	\$19,942	\$1,173	\$971	\$77,699	8.9 %



SmartShopper Program Summary - City of Manchester
Monthly Summary for August 2016



SmartShopper Service	Incurring Claims	Shopping Activity	Incentives Paid	Success Rate	Claims Savings	Avg Savings per Case (Actual)	SmartShopper Average Savings per Case	SmartShopper Potential Savings	% of Savings
CT Scan	233	9	2	1 %	\$484	\$242	\$648	\$149,613	0.2 %
Dilation & Curettage - D&C	0	0	0	0 %	\$0	\$0	\$0	\$0	0.0 %
Ear Tubes	13	0	0	0 %	\$0	\$0	\$428	\$5,567	0.0 %
Education Call	0	14	0	0 %	\$0	\$0	\$0	\$0	0.0 %
Gall Bladder Surgery	9	2	0	0 %	\$0	\$0	\$2,703	\$24,328	0.0 %
Hammertoe Correction	0	0	0	0 %	\$0	\$0	\$0	\$0	0.0 %
Hernia Repair	9	1	0	0 %	\$0	\$0	\$3,593	\$32,334	0.0 %
Hysterectomy	1	0	0	0 %	\$0	\$0	\$1,359	\$1,359	0.0 %
Hysteroscopy	9	0	0	0 %	\$0	\$0	(\$100)	(\$900)	0.0 %
Knee Surgery	11	5	1	9 %	\$2,133	\$2,133	\$3,067	\$30,671	1.0 %
Lab/Blood Work	2,098	227	136	6 %	\$33,762	\$248	\$255	\$500,944	15.1 %
Lithotripsy - Kidney Stones	4	2	0	0 %	\$0	\$0	\$4,494	\$17,977	0.0 %
Mammogram	399	58	27	7 %	\$1,736	\$64	\$67	\$24,823	0.8 %
MRI	228	94	15	7 %	\$11,657	\$777	\$720	\$153,351	5.2 %
PET Scan	6	0	0	0 %	\$0	\$0	(\$15)	(\$90)	0.0 %
Physical Therapy	296	63	25	8 %	\$51,008	\$2,040	\$1,944	\$526,824	22.7 %
Prostate Surgery	0	0	0	0 %	\$0	\$0	\$0	\$0	0.0 %
Remicade Therapy	25	10	12	48 %	\$79,116	\$6,593	\$7,446	\$96,793	35.3 %
Shoulder Surgery	17	4	2	12 %	\$18,021	\$9,010	\$5,428	\$81,421	8.0 %
Sinus Surgery	45	9	2	4 %	\$2,807	\$1,404	\$3,242	\$139,386	1.3 %
Spinal Fusion	0	0	0	0 %	\$0	\$0	\$0	\$0	0.0 %
Thyroid Removal	0	1	0	0 %	\$0	\$0	\$0	\$0	0.0 %
Tonsils and Adenoids	5	1	0	0 %	\$0	\$0	\$1,588	\$7,941	0.0 %
Tubal Ligation	4	0	0	0 %	\$0	\$0	\$4,784	\$19,135	0.0 %
Ultrasound	232	20	4	2 %	\$989	\$247	\$141	\$32,160	0.4 %
Upper GI	52	16	3	6 %	\$2,177	\$726	\$1,093	\$53,562	1.0 %
Urethra and Bladder Scope	12	0	0	0 %	\$0	\$0	\$581	\$6,976	0.0 %
Uterine Tissue Biopsy	0	0	0	0 %	\$0	\$0	\$854	\$0	0.0 %
Totals	3,876	619	251	6.5 %	\$224,299			\$2,062,251	



SmartShopper Program Summary - City of Manchester
Monthly Summary for August 2016

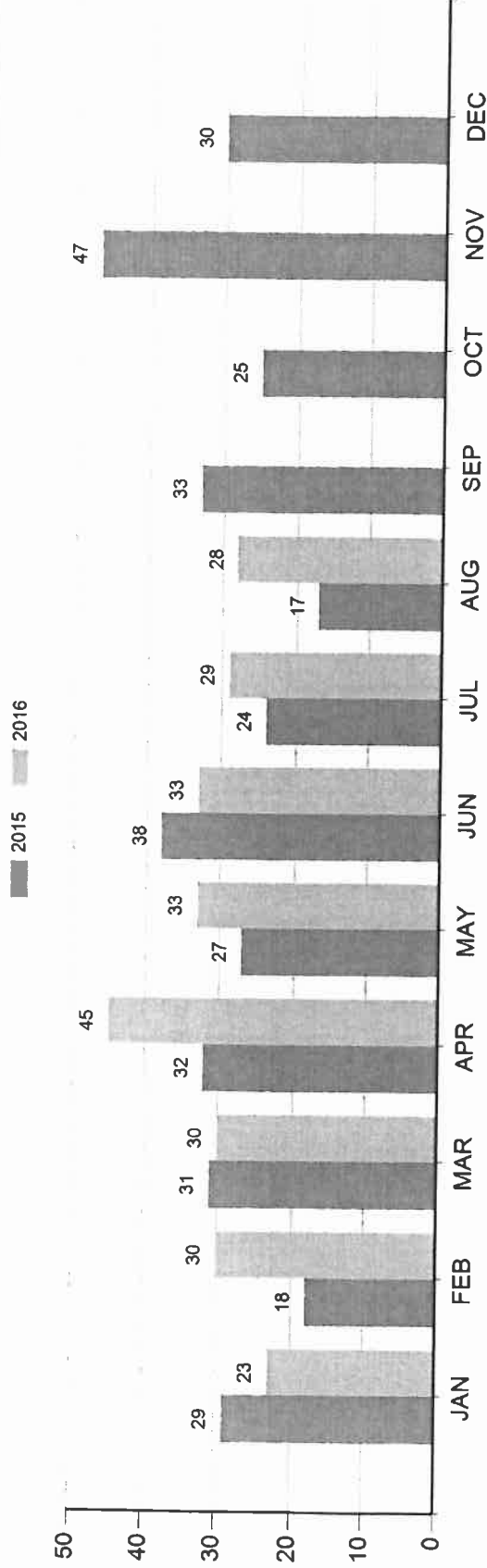


Cost-Effective Breakout by Service Measure Definitions

The following metrics are broken out for the specified medical procedure/year/employer group:

- Incurred Claims:** Count of claims (per distinct date of service per member)
- Shopping Activity:** Total count of searches by members and Compass agents
- Incentives Paid:** Number of Incentives Paid due to usage of a suggested cost effective provider
- Success Rate:** Number of Incentives Paid/Incurred Claims.
- Claims Savings:** Sum of the savings for each incentive paid (calculated as destination cost-actual cost - incentive paid)
- Average Savings per Case (Actual):** Savings/Incentives Paid for Grouping
- SmartShopper Average Savings per Case:** Average Savings per Incentive Paid across the regional SmartShopper book of business for comparison purposes.
- SmartShopper Potential Savings:** (Claims-Cost-effective)* (SmartShopper Average Savings per Case)
- % of Savings:** Claims Savings/Total Savings (for all procedures)

Incentives Year Over Year

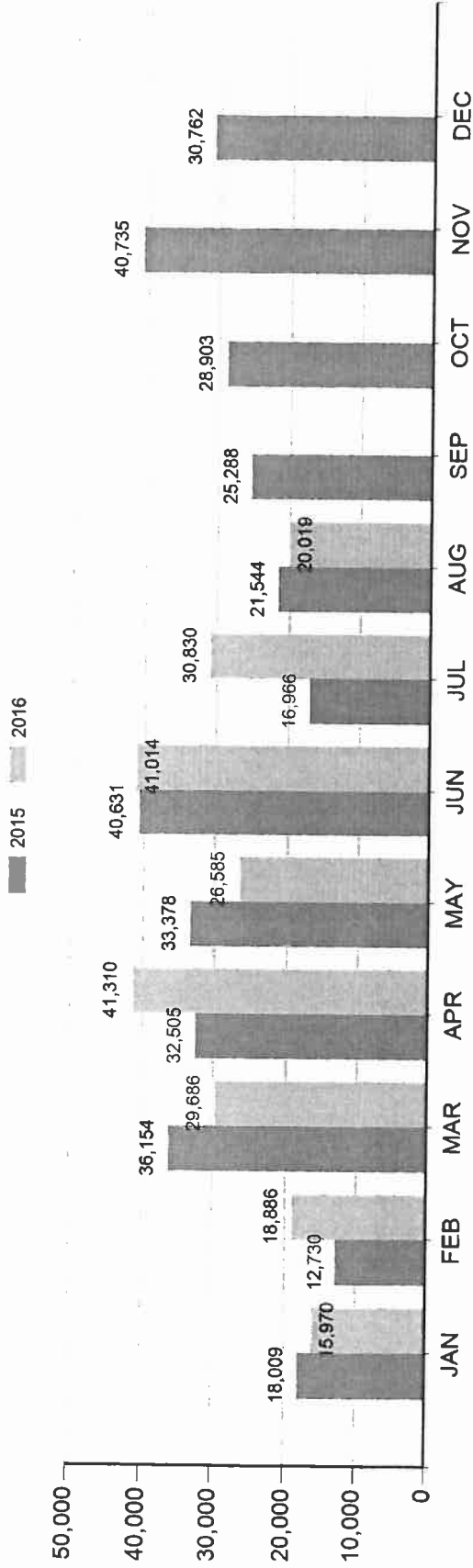




SmartShopper Program Summary - City of Manchester
Monthly Summary for August 2016



Claims Savings Year Over Year



Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

September 23, 2016

Keith Hirschmann, Chair
Human Resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03101

RE: *NH HB 508 – Pharmacy Cost Shares for Oral Chemotherapeutic Agents*

Dear Chair and Member of the HRI Committee:

NH HB 508 was signed into law on July 21, 2015. The bill is a new state mandate regarding pharmacy cost shares for oral chemotherapy agents. It provides parity between oral anti-cancer therapies and anti-cancer therapies that are injected or intravenously administered by a health care provider.

The bill prohibits insurers from charging an insured to pay a higher co-payment, deductible or co-insurance for anti-cancer therapies that are taken orally rather than injected or administered intravenously.

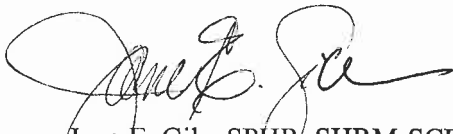
Anti-cancer medication means drugs that are used to “kill, slow, or prevent the growth of cancerous cells”. A health plan is in compliance with the bill if the prescription for oral anti-cancer medications does not exceed \$200 per prescription fill. High deductible plans are exempt from the cost provisions of the bill until the insured deductible has been met.

Since this is a state mandate, and since the City is self-insured, compliance with HB 508 provisions is optional. The additional claim costs are estimated at \$0.20 PM/PM should the state mandate be adopted.

The effective date for this provision is January 1, 2017 or upon renewal. The city renews on July 1, 2017.

Recommendation: That the City adopts HB 508 in providing cost parity between oral anticancer therapies and anti-cancer therapies injected or intravenously administered.

Sincerely,



Jane E. Gile, SPHR, SHRM-SCP
Human Resources Director

263:6 New Section; Oral Anti-Cancer Therapies; Individual. Amend RSA 415 by inserting after section 6-s the following new section:

415:6-t Oral Anti-Cancer Therapies.

I. No insurer that issues or renews any individual policy, plan, or contract of accident or health insurance providing benefits for anti-cancer medications that are injected or intravenously administered by a health care provider and patient administered anti-cancer medications, including but not limited to those orally administered or self-injected, shall require a higher copayment, deductible, or coinsurance amount for patient administered anti-cancer medication than it requires for injected or intravenously administered anti-cancer medications, regardless of the formulation or benefit category determination by the policy or plan.

II. An insurer shall not comply with paragraph I by:

(a) Increasing the copayment, deductible, or coinsurance amount required for injected or intravenously administered anti-cancer medication that are covered under the policy or plan.

(b) Reclassifying benefits with respect to anti-cancer medications.

III. In this section, "anti-cancer medication" means drugs and biologics that are used to kill, slow, or prevent the growth of cancerous cells.

IV. If the cost-sharing requirements for orally administered anti-cancer medications do not exceed \$200 per prescription fill, the health plan shall be deemed in compliance with this section.

V. For a health care contract that meets the definition of a "high deductible plan" set forth in 26 U.S.C. section 223(c) (2), a carrier shall be exempt from the provisions of paragraphs I-IV until an enrollee's deductible has been satisfied for the year.

VI. This section shall apply only to oral anti-cancer medications where an intravenously administered or injected anti-cancer medication is not medically appropriate.

VII. This section shall not apply to policies which are solely to replace income or pay a predetermined fixed amount based on the occurrence of a specified medical or health event.

263:7 New Section; Oral Anti-Cancer Therapies; Group. Amend RSA 415 by inserting after section 18-x the following new section:

415:18-y Oral Anti-Cancer Therapies.

I. No insurer that issues or renews any policy of group or blanket accident or health insurance providing benefits for anti-cancer medications that are injected or intravenously administered by a health care provider and patient administered anti-cancer medications, including but not limited to those orally administered or self-

injected, shall require a higher copayment, deductible, or coinsurance amount for patient administered anti-cancer medication than it requires for injected or intravenously administered anti-cancer medications, regardless of the formulation or benefit category determination by the policy or plan.

II. An insurer shall not comply with paragraph I by:

(a) Increasing the copayment, deductible, or coinsurance amount required for injected or intravenously administered anti-cancer medication that are covered under the policy or plan.

(b) Reclassifying benefits with respect to anti-cancer medications.

III. In this section, “anti-cancer medication” means drugs and biologics that are used to kill, slow, or prevent the growth of cancerous cells.

IV. If the cost-sharing requirements for orally administered anti-cancer medications do not exceed \$200 per prescription fill, the health plan shall be deemed in compliance with this section.

V. For a health care contract that meets the definition of a “high deductible plan” set forth in 26 U.S.C. section 223(c) (2), a carrier shall be exempt from the provisions of paragraphs I-IV until an enrollee’s deductible has been satisfied for the year.

VI. This section shall apply only to oral anti-cancer medications where an intravenously administered or injected anti-cancer medication is not medically appropriate.

VII. This section shall not apply to policies which are solely to replace income or pay a predetermined fixed amount based on the occurrence of a specified medical or health event.

263:8 Health Service Corporations; Oral Anti-Cancer Therapies; Effective Until October 1, 2017. Amend RSA 420-A:2 to read as follows:

420-A:2 Applicable Statutes. Every health service corporation shall be governed by this chapter and the relevant provisions of RSA 161-H, and shall be exempt from this title except for the provisions of RSA 400-A:39, RSA 401-B, RSA 402-C, RSA 404-F, RSA 415-A, RSA 415-F, RSA 415:6, II(4), RSA 415:6-g, RSA 415:6-k, RSA 415:6-m, RSA 415:6-o, RSA 415:6-r, RSA 415:6-s, **RSA 415:6-t**, RSA 415:18, V, ~~[RSA 415:18, VII(g),]~~ RSA 415:18, XVI and XVII, RSA 415:18, VII-a, RSA 415:18-a, RSA 415:18-j, RSA 415:18-o, RSA 415:18-r, RSA 415:18-t, RSA 415:18-u, RSA 415:18-v, RSA 415:18-w, RSA 415:18-x, **RSA 415:18-y**, RSA 415:22, RSA 417, RSA 417-E, RSA 420-J, and all applicable provisions of title XXXVII wherein such corporations are specifically included. Every health service corporation and its agents shall be subject to the fees prescribed for health service corporations under RSA 400-A:29, VII.

263:9 Health Service Corporations; Oral Anti-Cancer Therapies; Effective October 1, 2017. RSA 420-A:2 is repealed and reenacted to read as follows:

420-A:2 Applicable Statutes. Every health service corporation shall be governed by this chapter and the relevant provisions of RSA 161-H, and shall be exempt from this title except for the provisions of RSA 400-A:39, RSA 401-B, RSA 402-C, RSA 404-F, RSA 415-A, RSA 415-F, RSA 415:6, II(4), RSA 415:6-g, RSA 415:6-k, RSA 415:6-m, RSA 415:6-o, RSA 415:6-r, RSA 415:6-t, RSA 415:18, V, RSA 415:18, XVI and XVII, RSA 415:18, VII-a, RSA 415:18-a, RSA 415:18-j, RSA 415:18-o, RSA 415:18-r, RSA 415:18-t, RSA 415:18-u, RSA 415:18-v, RSA 415:18-w, RSA 415:18-y, RSA 415:22, RSA 417, RSA 417-E, RSA 420-J, and all applicable provisions of title XXXVII wherein such corporations are specifically included. Every health service corporation and its agents shall be subject to the fees prescribed for health service corporations under RSA 400-A:29, VII.

263:10 Health Maintenance Organizations; Oral Anti-Cancer Therapies; Effective Until October 1, 2017. Amend RSA 420-B:20, III to read as follows:

III. The requirements of RSA 400-A:39, RSA 401-B, RSA 402-C, RSA 404-F, RSA 415:6-g, RSA 415:6-m, RSA 415:6-o, RSA 415:6-r, RSA 415:6-s, ***RSA 415:6-t***, [~~RSA 415:18, VII(g),~~] RSA 415:18, VII-a, RSA 415:18, XVI and XVII, RSA 415:18-j, RSA 415:18-r, RSA 415:18-t, RSA 415:18-u, RSA 415:18-v, RSA 415:18-w, RSA 415:18-x, ***RSA 415:18-y***, RSA 415-A, RSA 415-F, RSA 420-G, and RSA 420-J shall apply to health maintenance organizations.

263:11 Health Maintenance Organizations; Oral Anti-Cancer Therapies; Effective October 1, 2017. RSA 420-B:20, III is repealed and reenacted to read as follows:

III. The requirements of RSA 400-A:39, RSA 401-B, RSA 402-C, RSA 404-F, RSA 415:6-g, RSA 415:6-m, RSA 415:6-o, RSA 415:6-r, RSA 415:6-t, RSA 415:18, VII-a, RSA 415:18, XVI and XVII, RSA 415:18-j, RSA 415:18-r, RSA 415:18-t, RSA 415:18-u, RSA 415:18-v, RSA 415:18-w, RSA 415:18-y, RSA 415-A, RSA 415-F, RSA 420-G, and RSA 420-J shall apply to health maintenance organizations.

263:12 Health Service Corporations; Oral Anti-Cancer Therapies; Effective January 1, 2021. RSA 420-A:2 is repealed and reenacted to read as follows:

420-A:2 Applicable Statutes. Every health service corporation shall be governed by this chapter and the relevant provisions of RSA 161-H, and shall be exempt from this title except for the provisions of RSA 400-A:39, RSA 401-B, RSA 402-C, RSA 404-F, RSA 415-A, RSA 415-F, RSA 415:6, II(4), RSA 415:6-g, RSA 415:6-k, RSA 415:6-m, RSA 415:6-o, RSA 415:6-r, RSA 415:18, V, RSA 415:18, XVI and XVII, RSA 415:18, VII-a, RSA 415:18-a, RSA 415:18-j, RSA 415:18-o, RSA 415:18-r, RSA 415:18-t, RSA 415:18-u, RSA 415:18-v, RSA 415:18-w, RSA 415:22, RSA 417, RSA 417-E, RSA 420-J, and all applicable provisions of title XXXVII wherein such corporations are specifically included. Every health service corporation and its agents shall be subject to the fees prescribed for health service corporations under RSA 400-A:29, VII.

263:13 Health Maintenance Organizations; Oral Anti-Cancer Therapies; Effective January 1, 2021. RSA 420-B:20, III is repealed and reenacted to read as follows:

III. The requirements of RSA 400-A:39, RSA 401-B, RSA 402-C, RSA 404-F, RSA 415:6-g, RSA 415:6-m, RSA 415:6-o, RSA 415:6-r, RSA 415:18, VII-a, RSA 415:18, XVI and XVII, RSA 415:18-j, RSA 415:18-r, RSA 415:18-t, RSA 415:18-u, RSA 415:18-v, RSA 415:18-w, RSA 415-A, RSA 415-F, RSA 420-G, and RSA 420-J shall apply to health maintenance organizations.

263:14 Repeal. The following are repealed:

I. RSA 415:6-t, relative to oral anti-cancer therapies; individual.

II. RSA 415:18-y, relative to oral anti-cancer therapies; group.

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

September 23, 2016

Keith Hirschmann, Chair
Human Resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03101

RE: *Impact of the Non-discrimination in Health Programs and Activities Rule (ACA Section 1557) - Gender Identity Notifications and Language Assistance*

Dear Chair and Member of the HRI Committee

In accordance with ACA Section 1557, non-discriminatory provisions of the Affordable Care Act, Anthem will remove the exclusion for Gender Identity Disorders and Sex Change Surgery from its plans (both fully insured and self-insured).

The rules state: “a covered entity cannot deny or limit coverage, deny or limit a claim, or impose additional cost sharing or limitations or restrictions, for any specific health services related to gender transition if such denial, limitation or restriction results in discrimination against a transgender individual.”

Self-insured plans (ASO) such as the city of Manchester are ultimately responsible for regulatory compliance and can opt out of this provision. However, should the city choose to opt out, other federal rules may apply.

ACA Section 1557 Final Rule builds on four Federal civil rights laws: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975. The final rule prohibits covered entities from discriminating on the basis of race, color, national origin, sex, age or disability when providing or administering health related insurance or other health related coverage. It prohibits a covered entity from broadly excluding coverage for transgender services including gender reassignment and related services.

The new requirement for gender identity/transgender services goes into effect for the city on the first day of the first plan year after January 1, 2017. For the city, this means July 1, 2017.

The estimated cost to add transgender services is between \$.80 to \$1.10/per member/ per month. Anthem requires written direction relative to this provision if the city requests an exception to exclude it from the city’s plan design or to add language to the ASO agreement.

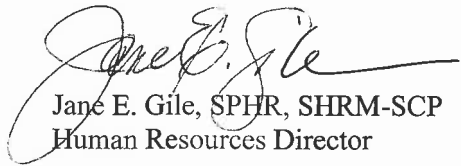
Medical necessity rules will apply to these services as they are applied to all other medical services, with no discrimination on gender or gender identity.

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 • FAX: (603) 628-6065

E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

Recommendation: The City of Manchester requests that Anthem remove all transgender exclusions or limitations of coverage for all health services related to gender transition from the templates of the city's medical benefit plan upon renewal and thereafter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jane E. Gile", with a long horizontal flourish extending to the right.

Jane E. Gile, SPHR, SHRM-SCP
Human Resources Director



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment


Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

Date: September 26, 2016

To: Jane Gile, SPHR
Director, Human Resources Department

From: Leon L. LaFreniere, AICP 
Director, Planning & Community Development

Subject: Class Specification Change Request

Please find attached a copy of Class Specification 5130-18 Mechanical Inspector, which contains amendments as noted therein. The nature of these changes relate only to incorrect and outdated references for required qualifications. For example, State of New Hampshire licensure for Gas Fitters did not exist at the time of the original drafting of this class specification. The existing requirement for a Master Electricians License is not specifically related to this position.

The requested changes will not result in any change in position grade. There will be no fiscal impact resulting from these changes.

Your expedited review of this request would be appreciated. We would like to recruit for this position as soon as possible as the incumbent has retired. A corrected Class Specification is necessary to insure that a qualified candidate is selected.

Thank you for your consideration. I will be available to answer any questions you may have regarding this request.

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: pcd@manchesternh.gov
www.manchesternh.gov

Jane Gile
Human Resources Director



CITY OF MANCHESTER
Human Resources Department

September 26, 2016

Keith Hirschmann, Chair
Human Resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03101

RE: *Requested Changes to Job Classification –Mechanical Inspector (5130), Grade18*

Dear Chair and Members of the HRI Committee:

Due to a recent retirement, the position of Mechanical Inspector in Planning and Community Development became vacant. Subsequently, the department reviewed the job specification and based on its review is requesting certain changes to align it with the actual duties and responsibilities of the position.

Human Resources has reviewed the department's request and find the changes are congruent with the new specification as presented.

Respectfully submitted,


Jane E. Gile, SPHR, SHRM-SCP
Human Resources Director

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065
E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Mechanical Inspector
Class Code Number	5130-18

General Statement of Duties

Performs inspections pertaining to Mechanical Code related standards; performs annual inspections of existing licensed or certified facilities for compliance with applicable standards; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform inspections to ensure compliance with applicable Mechanical Code standards and existing permits. The work is performed under the supervision and direction of the Plans Examiner but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with HVAC contractors, electricians, gas companies, other City employees and the public. The principal duties of this class are generally performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Performs inspections on buildings and structures under construction to ensure compliance with the Mechanical code, and other applicable codes and ordinances related to the installation and maintenance of HVAC and gas systems and equipment;
- Performs inspections on existing facilities that are licensed or certified on a periodic basis to confirm that they are maintained in a safe manner, and in compliance with applicable Mechanical code related standards;
- Insures the intent of the licensing laws of the State of New Hampshire are maintained through confirmation of required license status at the time of permit issuance and

- installation inspections;
- Investigates complaints of code violations, including dangerous HVAC systems and installations, prepares thorough inspection reports and processes the appropriate legal action as deemed necessary;
- Confers with builders, contractors, homeowners, designers, developers and other governmental representative, to provide accurate and consistent interpretations of code requirements;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)
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- Thorough knowledge of all applicable Federal, State and City codes and ordinances related to mechanical codes and standards, a general knowledge of basic building construction techniques as related to heating, cooling, gas and electrical systems, and a thorough knowledge of departmental rules and regulations;
- Thorough knowledge of principals and techniques of modern HVAC systems and equipment;
- Thorough knowledge of facility licensing standards;
- Ability to conduct thorough inspections of all areas of mechanical systems during various phases of progress, and to document and communicate the findings of these inspections in an effective and timely manner;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associates Degree in Mechanical Trade, preferably supplemented by additional technical training in HVAC, electrical or related operations; and
- Considerable experience as an ~~apprentice electrician~~ **a mechanical systems technician**, with training as an inspector or related work; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Certification by the International Code Council as a Mechanical Inspector/Plan Examiner; ***Within six months of hire;***
- New Hampshire Driver's License;
- ~~Master Electrician's License.~~
- ***Gas Fitter's License***

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect ~~plumbing~~ **mechanical** installations under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around electrical systems and other installations;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit installation sites throughout the city and to climb, crawl in tight places and otherwise move through and around installation sites.

Approved by: _____ Date: _____
Revised by: BMA Date: 2/17/09

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

AN ORDINANCE

“Amending Section 33.026 (Mechanical Inspector) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Mechanical Inspector, Class Code 5130
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.